



Axon Commander 4.5



San Diego County Sheriff's Department
Video Analysis Unit

What is Commander?

- Commander is a digital evidence management program
- Currently only for management of BWC videos
- Potential in the future to include all forms of digital evidence such as interview video, audio files, photographs, case documents, and BWC video



Overview

- Deputies will enter metadata (which are tags for Event # and category) on the Axon View application for each video
- Deputies will dock their cameras and the videos will be uploaded into the Commander program with that metadata so videos can be searched for by event number, category, etc.
- The number of videos attached to each event should be noted in the property section of the crime/arrest report

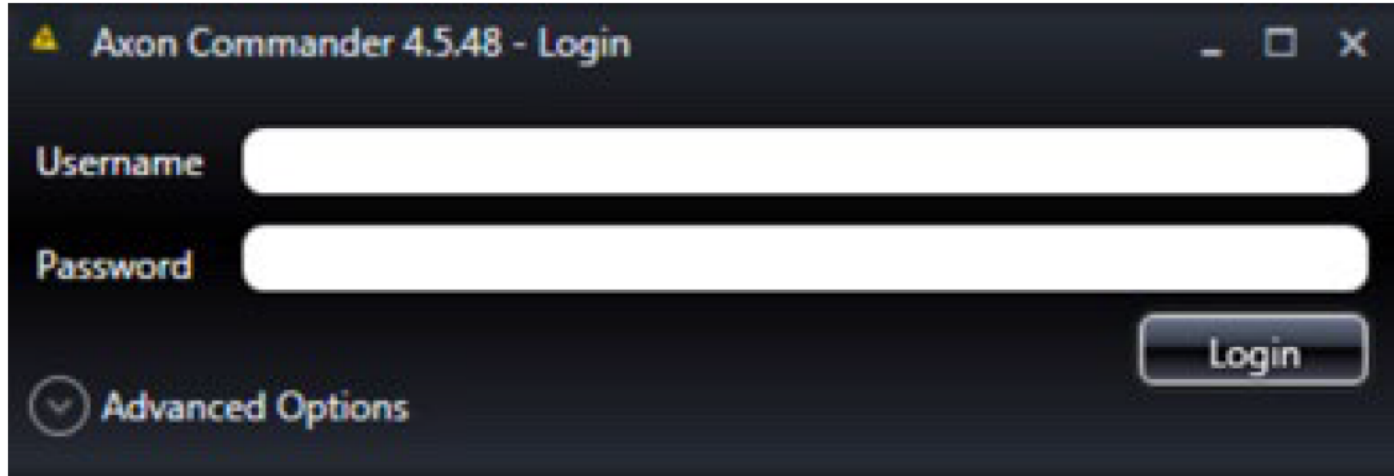


Overview

- To find the associated video for your investigation, use the search pane with the various filters or the search feature
- Once you find videos, you may tag them with your own identifier for organization and easier location in the future (MISC category)
- Commander can be used to view video, take snapshots, add bookmarks, etc.
- When the case is ready to be sent to DA, Tag with category “Share” and a drop down for the value will appear. Select “DA” and the file(s) will be moved to a ‘bucket’ for the DA to access



Launching Commander

A screenshot of the Axon Commander 4.5.48 Login window. The window has a dark blue header with the title "Axon Commander 4.5.48 - Login" and standard window controls (minimize, maximize, close). Below the header, there are two white text input fields. The first field is labeled "Username" and the second is labeled "Password". To the right of the password field is a blue "Login" button. At the bottom left, there is a dropdown menu icon and the text "Advanced Options".

Axon Commander 4.5.48 - Login

Username

Password

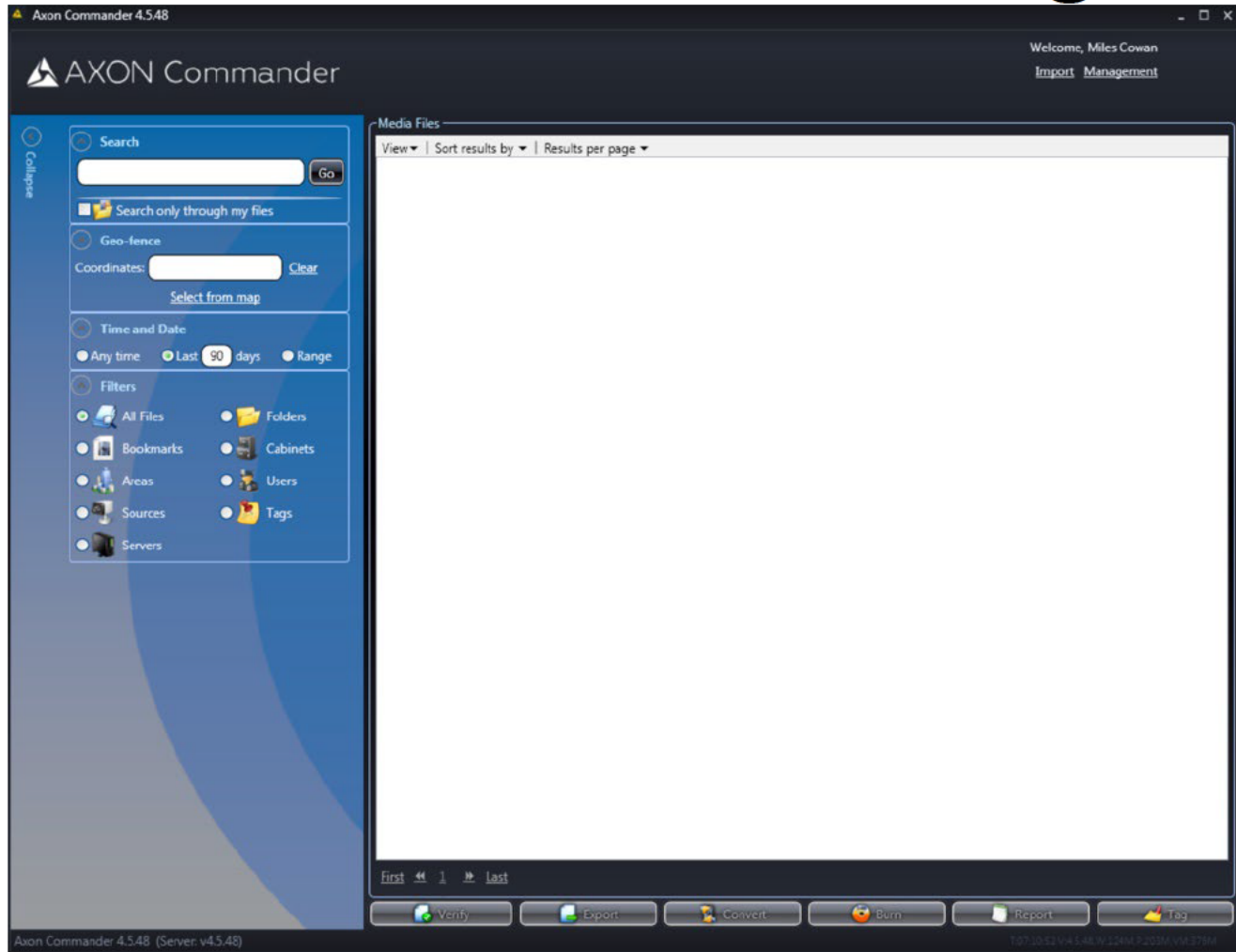
Login

Advanced Options


- Launch Commander from Shortcut Icon on Desktop
- Commander Client Login screen appears
- Type in your Username and Password in text boxes and click **Login**
- This will be your Sheriff's Desktop username and password





Commander Main Page




Search Pane

 Collapse


 Search

☐  Search only through my files

 Geo-fence


Coordinates: [Clear](#)


[Select from map](#)


 Time and Date










☐ Any time ☐ Last days ☒ Range

Time Frame

From 

To 

 Filters

<input checked="" type="radio"/>  All Files	<input type="radio"/>  Folders
<input type="radio"/>  Bookmarks	<input type="radio"/>  Cabinets
<input type="radio"/>  Areas	<input type="radio"/>  Users
<input type="radio"/>  Sources	<input type="radio"/>  Tags
	<input type="radio"/>  Destinations



Features of Search Pane

- Search section allows users to search by any word in the Commander system (i.e. user name, first name, last name, email address, bookmarks, title, description, tags, folders, cabinets, areas, and sources)
- The “Go” button executes a search based on search, date and time, and filters section



Features of Search Pane

- The Checkbox labeled “Search only through my Files” searches through the logged in user’s files (i.e. videos the user has generated on their assigned camera)
- Time and Date section includes any time, last # of days, or a date range
- Available filters are all files, bookmarks, areas, sources, folders, cabinets, users, tags, and destinations



☐ Search only through my files

[Select from map](#)

☐ Any time
 ☐ Last days
 ☐ Range

☐ Filters

☒ All Files
 ☐ Folders
 ☐ Bookmarks
 ☐ Cabinets
 ☐ Areas
 ☐ Users
 ☐ Sources
 ☐ Tags
 ☐ Servers

Media Files

View ▾ | Sort results by ▾ | Results per page ▾

August, 2015 [3 item(s)]



2015-08-21
12:31:50
28m9s
MP4

FLEX.X78058038.0012.150821.12...



2015-08-21
12:31:46
30m2s
MP4

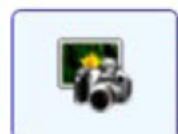
BODY.X78032315.0015.150821.1...



2015-08-21
12:31:42
30m2s
MP4

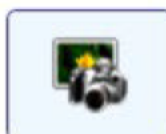
BODY.X78046669.0013.150821.1...

June, 2014 [3 item(s)]



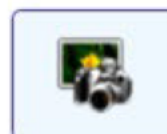
2014-06-29
00:18:40
JPG

Scene 1234



2014-06-29
00:18:36
JPG

Scene 1234



2014-06-29
00:18:18
JPG

Scene 1234

July, 2007 [5 item(s)]



2007-07-11
07:13:02
JPG

Shooting



2007-07-11
07:13:02
JPG

Shooting



2007-07-11
07:13:02
JPG

Shooting



2007-07-11
07:13:02
JPG

Shooting



2007-07-11
07:13:02
JPG

Shooting

Cabinets, Folders, and Tags

- Videos can be organized in a digital filing system utilizing cabinets to hold folders (Data Services)
- Videos relating to one case can be combined in one search by “parent” case number or “MISC” tag
- You can tag digital evidence to further identify video (i.e. tag as Detective’s last name for cases for easy search)



Tagging

- Any file in Commander can be tagged which allows users to classify data for easy Search
- Two types of Tags: Drop down and Value
- Tag drop down is a list of tag classifications which are preloaded and appear in a drop down selection list
- Value tags apply free-form text (i.e. whatever the user chooses) (MISC tag is for detectives/investigators to help organize their own cases)
- You can apply tags to multiple files at once
- You can remove and change tags as needed (will be in audit report)



Tagging

1. Highlight the file in the Results Pane
2. Right-click on the file and click Tag or click Tag at the bottom of the Results Pane or in Commander Client Player
3. Click **Add**
4. In the **Name** list, select a tag template
5. In the **Value** box, enter a value for the tag
 - For a text tag you must type a value
 - For a Choice tag you can select a value
6. Click **OK**



Tagging

The screenshot displays the Axon Commander 4.5.1.4 interface. On the left is a sidebar with search and filter options. The main area shows a list of video assets. A 'Tags' dialog box is open, showing a table with 'Tag' and 'Value' columns. The table contains one entry: 'Case ID' with the value 'E3268745'. Below the table are buttons for 'Add', 'Remove', 'OK', 'Close', and 'Apply'.

Search Bar: Search [] Search

Filters:

- Search only through my files
- Require exact word matches
- Geo-fence
- Time and Date
 - Any time
 - Last 90 days
 - Range
- Filters
 - All Files
 - Folders
 - Bookmarks
 - Cabinets
 - Areas
 - Users
 - Sources
 - Tags
 - Servers

Assets List:

Thumbnail	Title	Username	Extension	Server	Start Time	Duration	Area	Source
	Warrants		MP4	SDSO PROD	2016-04-06 14:53:30	05:21	taser body cam 2	X81002942
	X78031872-clip0442.mp4		MP4	SDSO PROD	2016-04-06 13:38:40	01:48	taser axon lxclie	X78031872
	WMA yelling In Bathroom		MP4	SDSO PROD	2016-04-06 10:26:00	06:00	taser body cam 2	X81001637-1086849027
	X78031872-clip0439.mp4		MP4	SDSO PROD	2016-04-06 09:33:50	01:34	taser axon lxclie	X78031872
	Tro		MP4	SDSO PROD	2016-04-06 07:50:40	01:34	taser body cam 2	X81001584
	X81003234-1086849026		MP4	SDSO PROD	2016-04-06 01:22:50	02:38	taser body cam 2	X81001936
	X81002843-1086849025		MP4	SDSO PROD	2016-04-05 22:37:51	07:41	taser body cam 2	X81002942

Tags Dialog Box:

Tag	Value
Case ID	E3268745
Category	CONTACT ONLY - NO ACTION

Buttons: Add, Remove, OK, Close, Apply

Footer: Showing 1 - 31 of 31 items



Tagging

The screenshot displays the AXON Commander web interface. On the left is a sidebar with navigation options: Search, Geo-fence, Time and Date, and Filters. The main area shows a list of video assets with details like Title, Username, Start Time, Duration, Area, and Source. A 'Tags' dialog box is open, showing a table with 'Tag' and 'Value' columns. The table contains one entry: 'Case ID' with the value 'E3268745'. Below the table, there is a 'Category' dropdown set to 'CONTACT ONLY - NO ACTION'. At the bottom of the dialog, there are 'Add tag' and 'Remove' buttons. Another dialog box is partially visible behind it, showing a 'Tag' dropdown and a 'Value' input field with the text 'Please select a tag.' The interface also includes a 'Welcome, Alexander Roti' message in the top right, a 'Search results: 31 asset(s) found' message at the bottom left, and a 'Showing 1 - 31 of 31 items' message at the bottom right.

AXON Commander

Welcome, Alexander Roti
[Import](#) [Management](#)

Search

Search

☐ Search only through my files
☐ Require exact word matches

Geo-fence

Time and Date
Any time Last 30 days Range

Filters

- All Files Folders
- Bookmarks Cabinets
- Areas Users
- Sources Tags
- Servers

Assets

View Sort results by Results per page

Thumbnail	Title	Username	Extension	Server	Thumbnail	Title	Username	Extension	Server
	Warrants		MP4	SDSO PROD		X78023035-clip0190.mp4		MP4	SDSO PROD
	Start Time: 2016-04-06 14:53:30		Duration: 05:21			Start Time: 2016-04-06 14:53:40		Duration: 02:02	
	Area: taser body cam 2		Source: taser body cam 2 - X81002942			Area: taser axon lxcie		Source: taser axon lxcie - X78023035	
	X78031872-clip0442.mp4		MP4	SDSO PROD		X78031872-clip0440.mp4		MP4	SDSO PROD
	Start Time: 2016-04-06 13:38:40		Duration: 01:48			Start Time: 2016-04-06 10:36:04		Duration: 01:48	
	Area: taser axon lxcie		Source: taser axon lxcie - X78031872			Area: taser axon lxcie		Source: taser axon lxcie - X78031872	
	WMA yelling in Bathroom		MP4	SDSO PROD		X81001637-1086849027		MP4	SDSO PROD
	Start Time: 2016-04-06 10:26:56		Duration: 06:00			Start Time: 2016-04-06 09:53:25		Duration: 06:00	
	Area: taser body cam 2		Source: taser body cam 2 - X81001637			Area: taser body cam 2		Source: taser body cam 2 - X81001637	
	X78031872-clip0440.mp4		MP4	SDSO PROD		X78031872-clip0440.mp4		MP4	SDSO PROD
	Start Time: 2016-04-06 10:36:04		Duration: 01:34			Start Time: 2016-04-06 08:14:13		Duration: 01:34	
	Area: taser body cam 2		Source: taser body cam 2 - X81001584			Area: taser body cam 2		Source: taser body cam 2 - X81001584	
	Tro		MP4	SDSO PROD		every Bill Dispute		MP4	SDSO PROD
	Start Time: 2016-04-06 02:01:54		Duration: 10:23			Start Time: 2016-04-06 02:01:54		Duration: 10:23	
	Area: taser body cam 2		Source: taser body cam 2 - X81001936			Area: taser body cam 2		Source: taser body cam 2 - X81001936	
	X81003234-1086849026		MP4	SDSO PROD		X81002992-1086849026		MP4	SDSO PROD
	Start Time: 2016-04-06 01:22:41		Duration: 02:38			Start Time: 2016-04-06 00:04:41		Duration: 02:38	
	Area: taser body cam 2		Source: taser body cam 2 - X81002992			Area: taser body cam 2		Source: taser body cam 2 - X81002992	
	X81002843-1086849025		MP4	SDSO PROD					
	Start Time: 2016-04-05 22:37:51		Duration: 07:41						
	Area: taser body cam 2		Source: taser body cam 2 - X81002843						

March, 2016 [1]

First 1 Last

Showing 1 - 31 of 31 items

Verify Export Convert Burn Report Tag

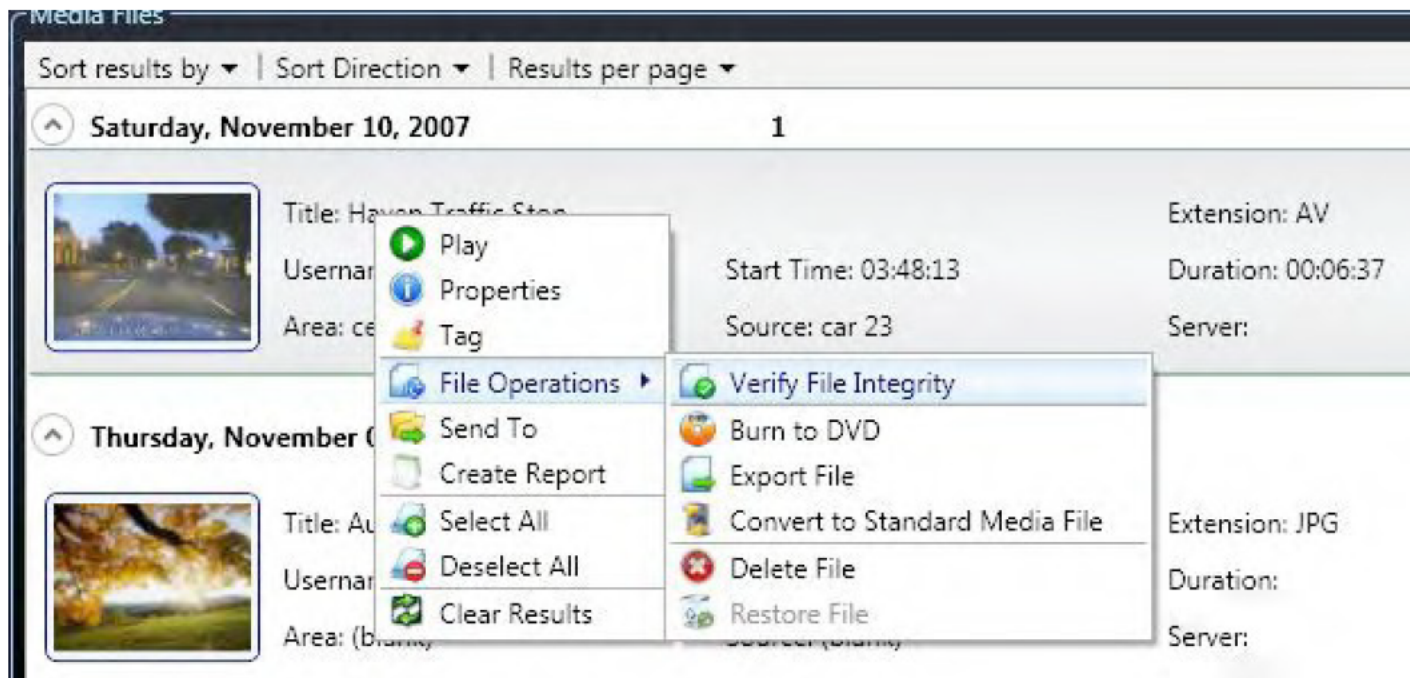
Search results: 31 asset(s) found



San Diego County Sheriff's Department
Video Analysis Unit

Context Menu

- Right-click on any file and the context menu appears



Context Menu

- Play: This action invokes the Commander Client Player
- Properties: This action opens the Properties window for the file
- Tag: This action opens the Tag window to Tag this specific file
- File Operations:
 - Verify File Integrity: This action opens the Verify File Integrity window for the file- Used for later applications
 - Burn to DVD: This action opens the Burn to DVD window for the file
 - Export File: This action opens the Export File window for the File
- Convert to Standard Media file: This action opens the Conversion window for the file



Context Menu

- Send to: This sends a specific File to the desired predefined location
- Create report: This creates a Report on all activity of the file



Playback

- Select a file by double-clicking on the file
- Right-click on the file and select play to watch
- Standard playback controls are available



Snapshot

- Open the desired video file with the Commander Client Player
- When you are ready to take a Snapshot of the video, click the camera icon on the left side of playback options in Commander Client Player
 - A Save As dialog box opens
- Navigate to the desired location and click **Save**

By Default, the Name of the Snapshot will be the local Date and Time when the snapshot was taken



Bookmarks

- Open a video file in Commander Client Player
- When you get to a point in the video you wish to bookmark you can click the **Add Bookmark** button on the right hand side of the player
- A bookmark box will appear with time stamp for the point in the video at the top
- The middle section allows for an event type or title for the bookmark
- The last section is for a brief description (words in this section can be searched)



Bookmarks

The screenshot displays the Axon Commander 4.6.1.4 software interface. On the left, a sidebar contains search and filter options. The main area shows a grid of video thumbnails. A video player window is open, displaying a car interior view. A 'Bookmarks' overlay is visible on the left side of the video player, showing a list of bookmarks with timestamps and event types. The video player controls at the bottom include play, pause, and seek buttons, as well as a progress bar.

Axon Commander 4.6.1.4

Welcome, Alexander Roti
Import Management

Search

Search only through my files
Require exact word matches

Geo-fence

Time and Date
Any time Last 90 days Range

Filters

- All Files
- Bookmarks
- Areas
- Sources
- Servers
- Folders
- Cabinets
- Users
- Tags

Assets

View Sort results by Results per page

April, 2016 [24]

All Bookmarks

Timestamp	Event type
11:34:28	

Event Type

Description:

Video Player

X78005169-clip0349.mp4

00:08

Verify Export Convert Burn Report Tag

Operations

First 1 Last

Showing 1 - 24 of 24 items

Search results: 24 asset(s) found.

T:12.28.42 V:4.6.1.4 W:150M S:355M VM:579M TM:125K

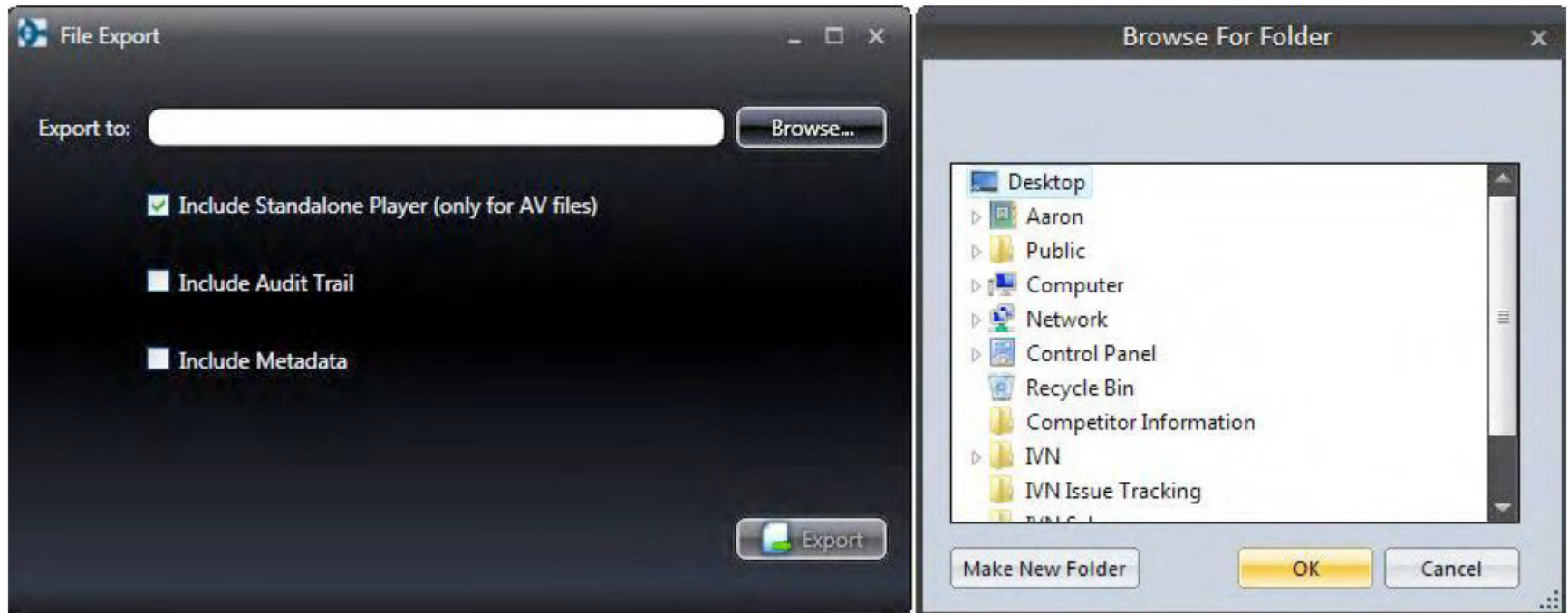


Exporting a File

- Use this feature when you want to use a file that is stored in Commander externally
- A copy of the file is sent to the specified location
 1. Highlight the file in the Results Pane
 2. Right-click the file and select **File Operations > Export File**
 3. Click **Export** at the bottom of the Results Pane
 4. Click **Export** in the Commander Client Player
 5. Click **Browse**
 6. There is also an option to include an Audit Trail
 7. Click **Export**



Exporting a File



Converting a File

- Most video Files in the Commander can be converted to WMV format to be played in Windows Media Player
 1. Highlight the file in the Results Pane
 2. Click **Convert** at the bottom of the Results Pane or the Commander Client Player
 3. Select destination by browsing to the location where you want to save the converted file
 4. Click **Convert to Standard Media** to start process (conversion time is about the same as the time of the video)



Burning a File

- Files in Commander can be burned to a Data or Authored DVD
 1. Highlight the file in Results Pane
 2. Right-click on file and select **File Operations > Burn to DVD** or click **Burn** at the bottom of the results pane or in Commander Client Player
 3. Select the desired drive
 4. Make sure a disk is inserted and select your speed
 5. Select Authored or Data (Authored can be played back in standard DVD Player. Data contains original files)
 6. Click **Burn to DVD**



Creating a Report

- Reports detailing an audit trail of actions performed on a file since it was ingested into Commander can be created
 1. Highlight the file in the Results Pane
 2. Right-click on the file and select **Create Report** or click **Report** at the bottom of the results pane or in Commander Client Player
 3. A Report window appears and you can Print, Export to PDF, or Search



Supervisor Responsibilities

- Assigning OT cameras (or backup)
- Adding additional users to a video file(s) for viewing by another Deputy
- Tagging Case numbers for videos associated with Arrest Reports for 148 PC and 69 PC
- Sending Arrest reports for 148 PC and 69 PC to the DA through tagging system
- Detective Sgt. decide work flow for CN tags and DA Sharing for arrest reports



How to Send to the DA's Office

- Select/highlight the videos you wish to send
- Select Add Tag (Tag box will appear)
- Tag: "Share"
- Value section "DA" Once this tag is applied copies of the videos will be sent to a "bucket" which the DA has access to



How to Send to the DA's Office

AXON Commander

Welcome, Juliet Dias
[Import](#) [Management](#)

Search

☐ Search only through my files
☐ Require exact word matches

Geo-fence

Time and Date
☒ Any time ☐ Last 90 days ☐ Range

Filters

- All Files
- Bookmarks
- Areas
- Sources
- Servers
- Folders
- Cabinets
- Users
- Tags

Assets

View | Sort results by | Results per page

April, 2016 [24]

Tags

Tag	Value
Case ID	E3272241
Category	CONTACT ONLY - NO ACTION

Add tag

Tag: Share

Value: DA

OK Cancel

First 1 Last

Showing 1 - 24 of 24 items

Verity Export Convert Burn Report Tag

Search results: 24 asset(s) found.

T:13:50:24 V:40:14 W:140M P:239M V:M:427M T:125K

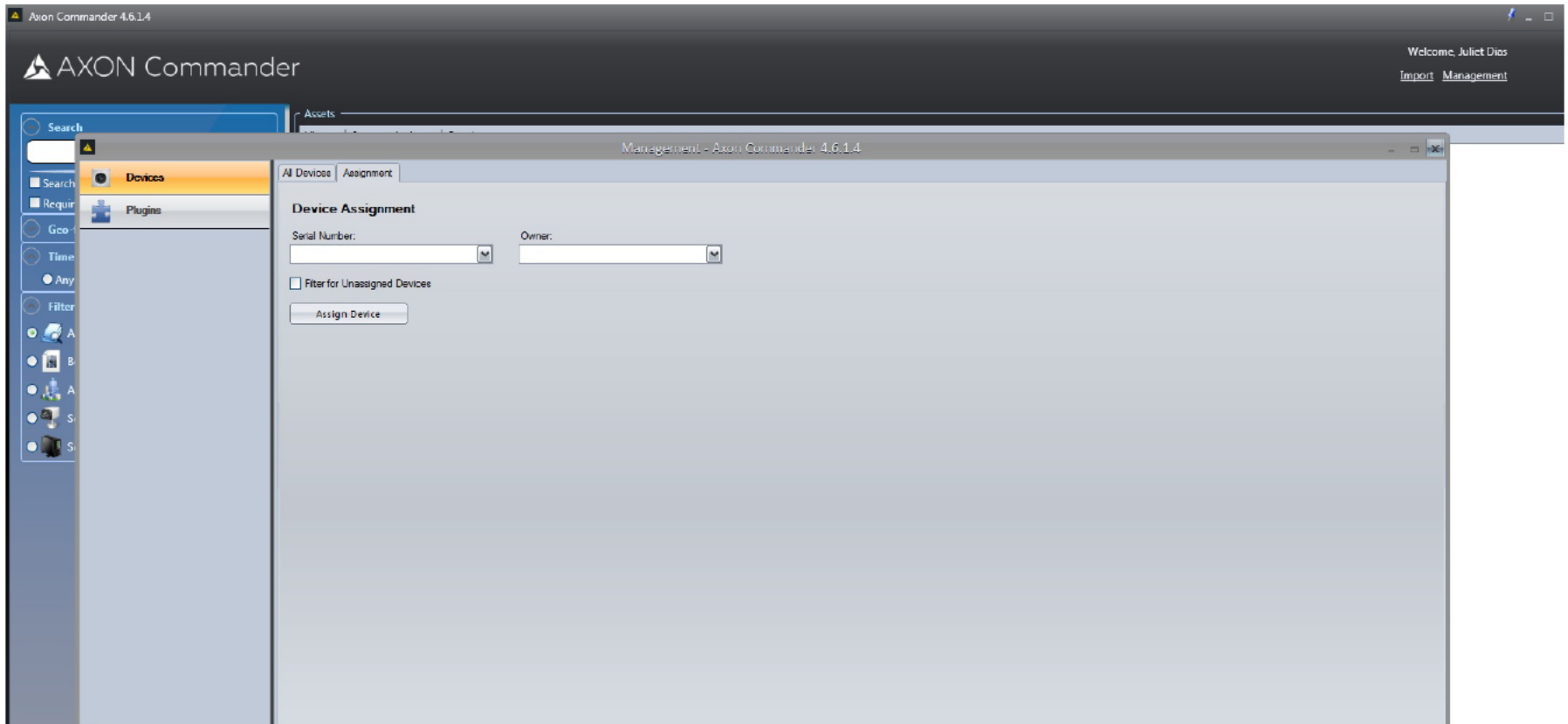


Assigning Cameras

- “Armorer” users will have ability to assign cameras (Sergeants)
- Select “Management” in top right corner
- Management box will appear, select “Devices” on the left side
- Select the “Assignment” tab and search for the serial number (On the bottom of camera next to upload light)
- Select the owner you wish to assign and select the “Assign Device” button
- Be sure the camera you are assigning has been docked and completely uploaded so that all the videos are correctly assigned to the right user (solid green LED in dock)
- Once you have assigned the camera, remove and re-dock



Assigning Cameras



Adding a User

- Sergeants can give permission for one deputy to view another deputy's video for a law enforcement purpose (i.e. writing a report, completing an SO-120)
- Deputies do not have access to other deputy's videos (detectives, supervisors, other investigators do)
- To grant a deputy access to another deputy's video you must add a user



Adding a User

1. Highlight the desired file(s)
2. Right Click and select “Properties”
3. The Properties window will appear with a drop down for Primary and Secondary User
4. The primary user should have the user that made the recording
5. In the secondary user field find the user you wish to grant access to the file(s)
6. Once the secondary user has completed viewing and no longer needs access you can remove them from secondary user field and return to “None”



Adding a User

The screenshot displays the Axon Commander 4.6.1.4 software interface. On the left is a sidebar with search and filter options. The main area shows a grid of video assets. An 'Asset Properties' dialog box is open, showing details for the asset 'X78005169-clip0349.mp4'. The 'Users' tab is selected, showing a list of users with 'none' selected. The dialog box also contains fields for Title, Description, Primary User, Secondary User, Start Time, End Time, Ingested At, Area, Source, Camera, and Server.

Axon Commander 4.6.1.4

Welcome, Juliet Dias
[Import](#) [Management](#)

Search

Search only through my files
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Time and Date
Any time Last 30 days Range

Filters

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- Users
- Tags

Assets

View Sort results by Results per page

April 2016 [24]

Asset Properties

Information Cabinets Folders Security

Title: X78005169-clip0349.mp4
Description:
Primary User: (none)
Secondary User: (none)
Start Time: 2016/04/07 11:34:20
End Time: 2016/04/07 11:43:50
Ingested At: 2017/09/07 10:16:57
Area: taser axon icole
Source: taser axon icole - X78005169
Camera: X78005169
Server: BWCPRDVM01

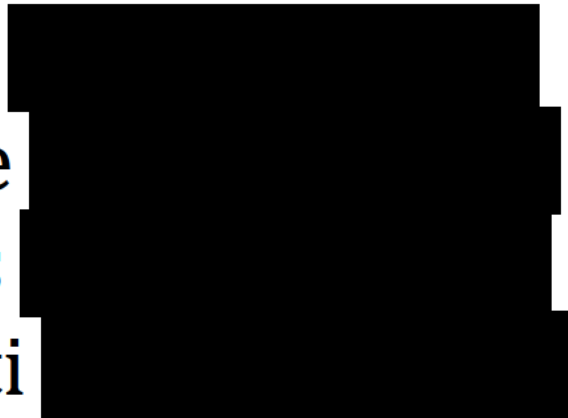
OK Close Apply

Showing 1 - 24 of 24 items



Body Worn Cameras Contact Information Video Analysis Unit

Sgt. David Collins
Deputy Justin Cole
Deputy Juliet Dias
Cpl. Alexander Roti



*For feedback that does not require a response,
you may email the unit at VAU@sdsheriff.org

